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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 September 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 4 - 10 September 1956

25 YEAR RE-REVIEW

1. Numbers in Clerical Induction Training. During the week of 4 September there were 55 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 16 people for the week of 4 September.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 4 September were:

	Tested	Qualified
Shorthand	15	4
Typing	24	11

4. Clerical Refresher #62 Begins. Clerical Refresher #62 began on Monday, 10 September with 50 students enrolled from the following Agency components: DDP, 13; DDS, 21; DDI, 14; DCI, 2.

5. Electric Typewriter Utilization: The increasing demand for training on electric typewriters is being felt in the present Clerical Refresher training course. The four electric machines which are available for classroom use are all utilized in each of the training classes. In fact, two trainees were unable to enroll for training because of the insufficient number of electric typewriters.

An added problem is posed by the marked variance in the design of the keyboard and the arrangement of mechanical devices on the different makes of electric typewriters. This makes training on an electric typewriter other than the kind used by the individual in her office of dubious value. The IBM and Remington electric machines are those most frequently requested. In the present classes, three trainees are being forced to use models which are unfamiliar to them; one trainee, who uses an electric machine in her office, is training on a manual model.

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6. Special Testing. On 5 September 1956, Mrs. [] 25X1 administered a typewriting test to six servicemen who have come on duty and will be assigned to the Office of Communications. This testing was in the nature of pre-testing. These men will receive special training in that office at the time of their assignment.

7. Clerical Orientation Moved. The Clerical Orientation course was conducted in room 155 of [] for the six weeks from 25X1 23 July through 27 August in order to accommodate the large groups of new incoming clerical personnel. The equipment and supplies were moved back to the regular location of 2305 Alcott Hall and the course was conducted there the week of 4 September.

25X1 The Office of Personnel has been faced with the continuous problem of the timing of the transfer of personnel from the Interim Assignment Section to the Office of assignment. Suddenly, provision has been made to permit job assignment of certain qualified personnel prior to the completion of the Building 13 test. With this change came an emergency request to Clerical Training to provide Clerical Orientation training to larger numbers of trainees than could be accommodated in the classrooms in Alcott Hall. With the cooperation of Clerical Orientation staff members and the OTR administrative staff, provision has been made for conducting the three-day course in the auditorium of [] for two weeks. As a result of this special arrangement, it will be possible to train fifty employees in Clerical Orientation each of these two weeks: 10 September and 17 September.

8. Request for English Course: The training officer from FDD/OO has asked Clerical Training to send an instructor to [] 25X1 Building for one hour a day for a period of approximately four weeks for the purpose of training a group of clerical employees in the fundamentals of English usage. Staff commitments are being studied to determine whether or not this request can be honored in October.

[] 25X1

OTR/CT:MAH:jdm (11 September 1956)

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